

Skills for the Workplace Guides:

MyTSD, ID Photo Upload and Hwb Guide 2021

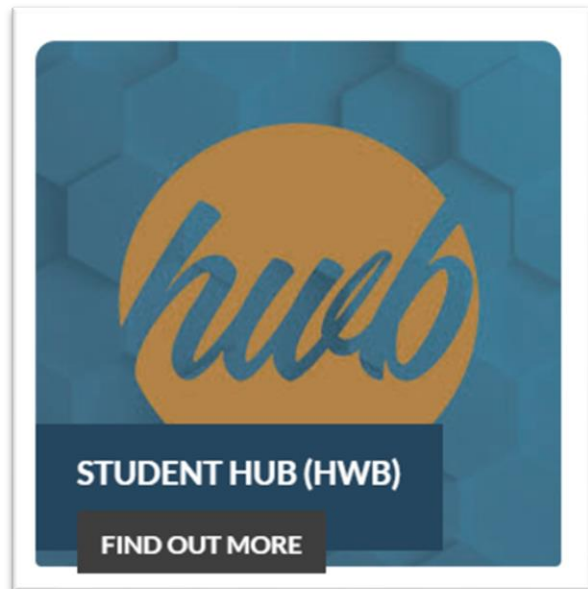
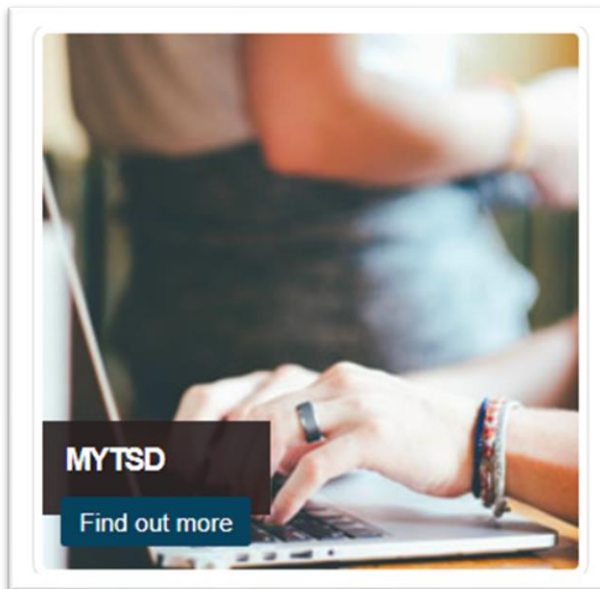
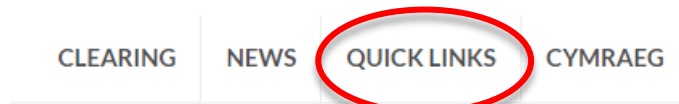


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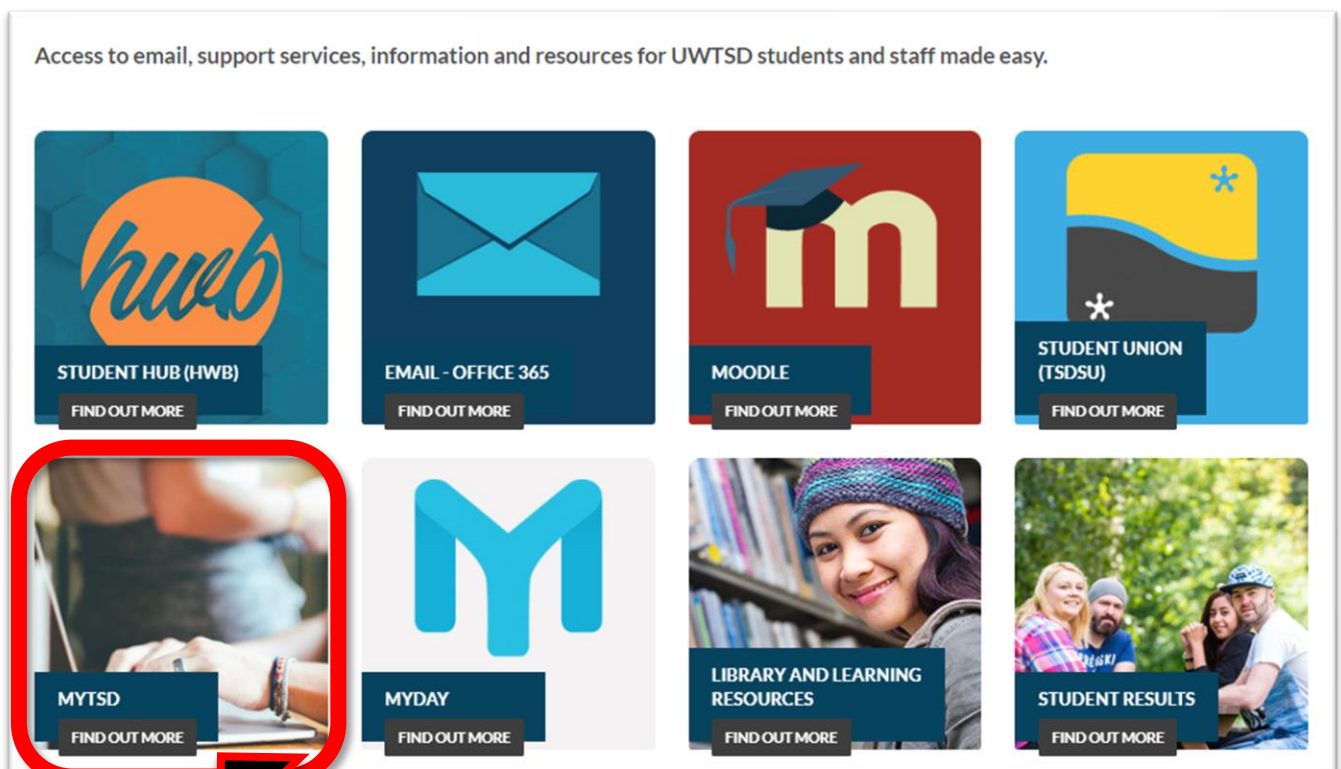
Login to MyTSD

Go to the UWTSD homepage <http://www.uwtسد.ac.uk/> and click on **QUICK LINKS** at the top of the page.



Or go straight there with this link. <http://www.uwtسد.ac.uk/quick-links/>

Click on the **MyTSD** tile



Login

Croeso i MyTSD / Welcome to MyTSD

Sylwer: Nid yw eich enw defnyddiwr MyTSD yr un peth â'ch cyfeiriad e-bost.

Please Note: Your MyTSD username is not the same as your email address.

Mewngofnodi / Log In

Enw Defnyddiwr
Username

Type your student number here

Cyfrinair
Password

Paste password from your welcome login email here

Mewngofnodi
/ Log in

Beth yw fy enw defnyddiwr?

What is my username?

Beth yw fy nghyfrinair?

What is my password?

Your Username is always
your student number!

Home Screen

Once you have completed your online enrolment (see separate guide), the Home Screen will contain details of how to complete the set up of your IT account as shown below.

Welcome

Welcome to the MyTSD Portal

We've created your IT account for you which enables access to key UWTSD services including MyDay, MyTSD, Email, Moodle & Online library resources. Find out all the information you need by visiting <http://myday.uwtsd.ac.uk> and select 'The Hub' tile.

Your IT account details are...

Username: _____

Email Address: @student.uwtsd.ac.uk

Password: _____

What you need to do next...

1. Register with the UWTSD Password Reset Portal by visiting: <https://pwreg.uwtsd.ac.uk>. Once registered for this you will be able to reset your password 24/7.
2. You'll be able to access Wi-Fi via the eduroam network on campus. Get your devices ready before you arrive on campus by visiting <http://www.uwtsd.ac.uk/wireless>
3. You're entitled to free or discounted software and also have access to great offers to purchase computers and other tech. Find out more at <http://www.uwtsd.ac.uk/it-exclusives>

If you have any problems or queries, feel free to contact the IT Service Desk on 0300 500 5055, email us ITServiceDesk@uwtsd.ac.uk or visit <https://webhelp.uwtsd.ac.uk>

[Dismiss this message](#)

This page contains information and tasks which you may wish to access at anytime during your application and/or period of study. Some of the reports rely upon specific processes to have been completed so may reflect the last known verified state.

MyTSD Tabs

The **Home** tab also contains details of any messages for you and some useful links.

Useful Links

Select any of these links to connect to appropriate Student related web content.

-  Moodle
-  Student Services
-  Registry
-  Library and Learning Resources
-  Information Technology & Services
-  UWTSD Students' Union
-  National Union of Students (NUS)
-  Student Loans Company
-  General Teaching Council for Wales
-  Student Health
-  JobCentre Online

The **Applicant Tab** contains information about you and your course of study.

[Module Enrolment](#) [Home](#) [Results and Progression](#) [Applicant](#) 

Your Message Intraday

You have no messages!!

CYMRAG

Welcome to the MyTSD Portal

Welcome. Please check the Intraday above regularly. This is how the University will communicate with you as your application is processed.

Your current course application(s):-

Student Bank Account

Council Tax Exemption Form

The **Enrolment Details** tab confirms your enrolment and gives you the option to download confirmation letters to obtain a **student bank account** and **exemption from Council Tax** (box on far right of screen).

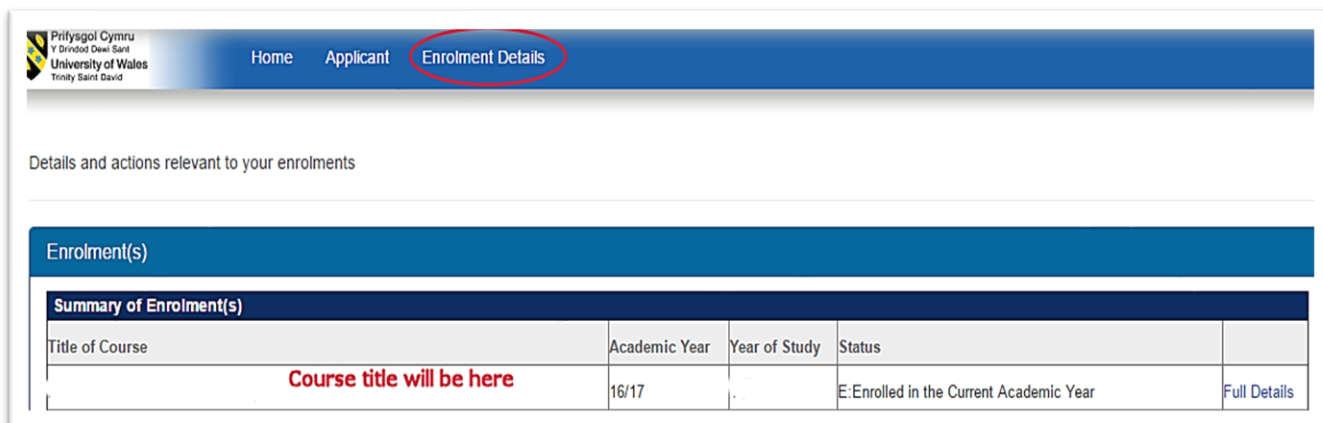
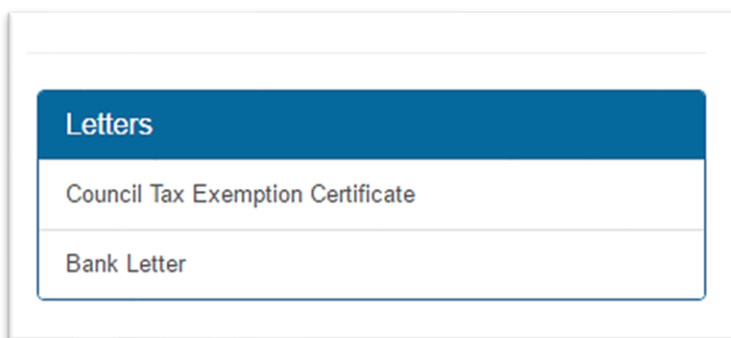
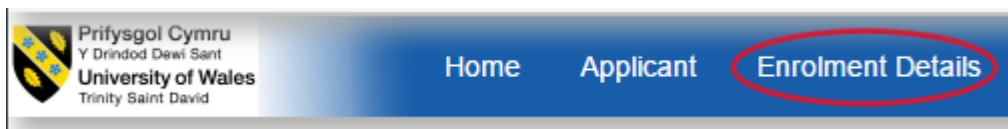
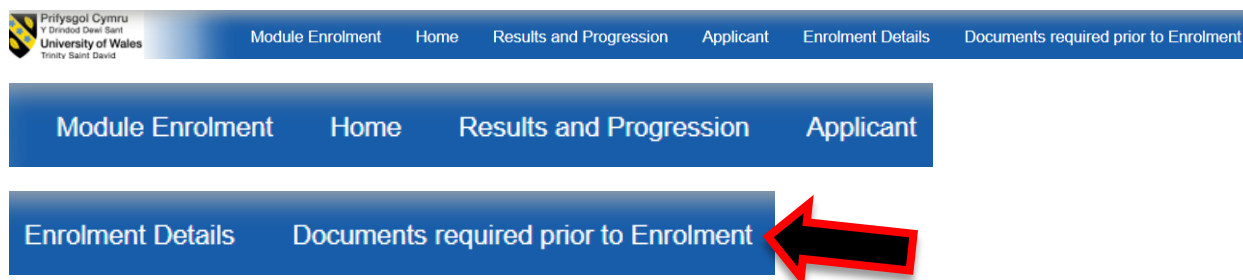


Photo Upload

You should see the following tabs (or similar) on the screen when you login again after enrolling online. The images are split into two halves below for clarity.



Click on **Documents required prior to Enrolment** and upload a suitable ID photo as shown in the images below.

Many photos taken on your phone or on a digital camera will be too large in terms of file size, if not physical size.

Please go to [WebResizer](#) to ensure your photo is small enough to be uploaded before you begin. Ask your Tutor for a step by step guide to using this app if uncertain.

Click on Photo Upload and Upload Photo

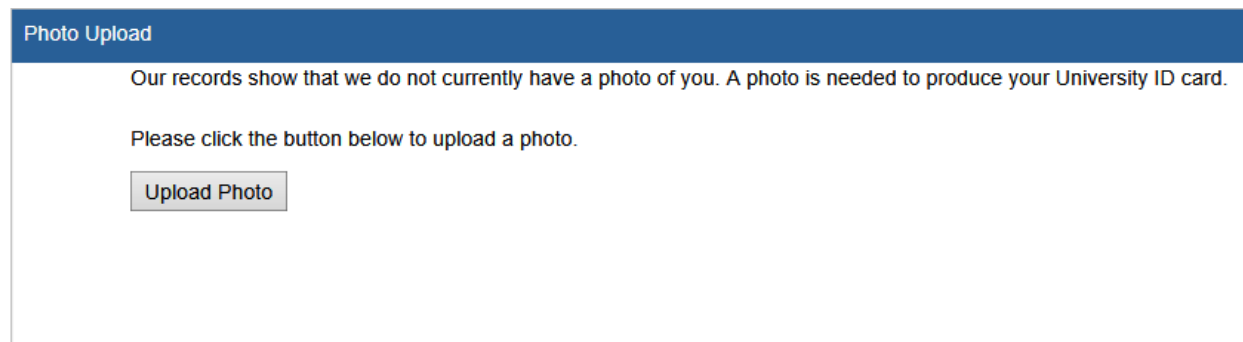


Photo Criteria

Please note that your photo must:

- Be a full colour passport style photo of the head and shoulders only.
- Not exceed the maximum size of 100kb and must be in .jpg format.
- Be clear and in sharp focus.
- Be taken against a plain light coloured background.

Select option* ☒ Upload a digital photograph from your computer
☐ Send in a photograph by post

Back

Next

Please choose an image to upload using the "Choose file" button below. Once you have selected your file, please click on the Next button.

Select file*

Browse...

Back

Next

Thank you for successfully uploading your photograph. If your photograph does not pass the criteria specified we will contact you by email and ask you to provide another photograph.

If you are happy with your photo, click on the Submit button to accept the photo.

If you are not happy with your photo click on the Remove button to delete your photo and to return to the main My Details page to upload a new photo.

Remove

Remove

Submit

Submit

If the photo does not look right, you have the option to remove it and try a different photo or crop and resize the original. *(It would seem that a rectangular image works better than a square one).*

Click **Submit** when you are happy with your photo.

Hwb Student Portal

Once you have fully enrolled on your course of study, you will be able to use the **Hwb Student Portal** to access MyTSD and all other university services via the relevant tiles. Go to the UWTSD homepage <http://www.uwtsd.ac.uk/> and click on **QUICK LINKS** at the top of the page.

CLEARING

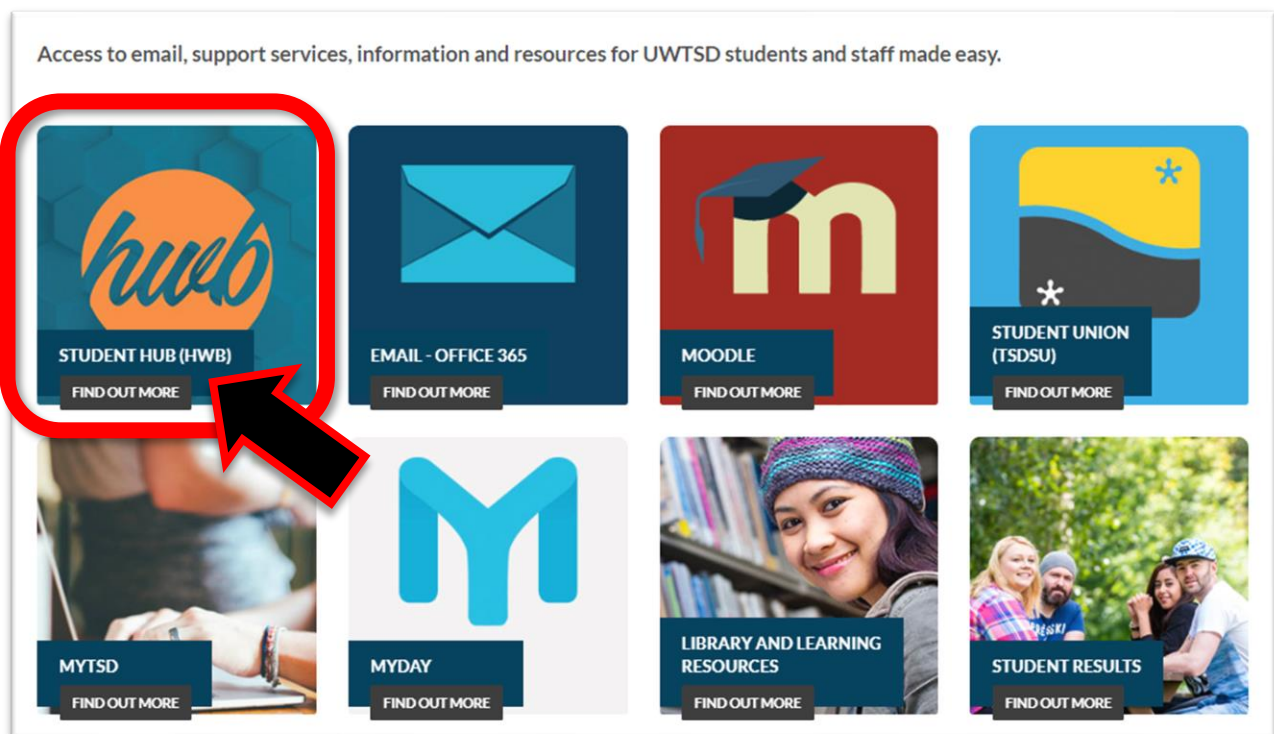
NEW

QUICK LINKS

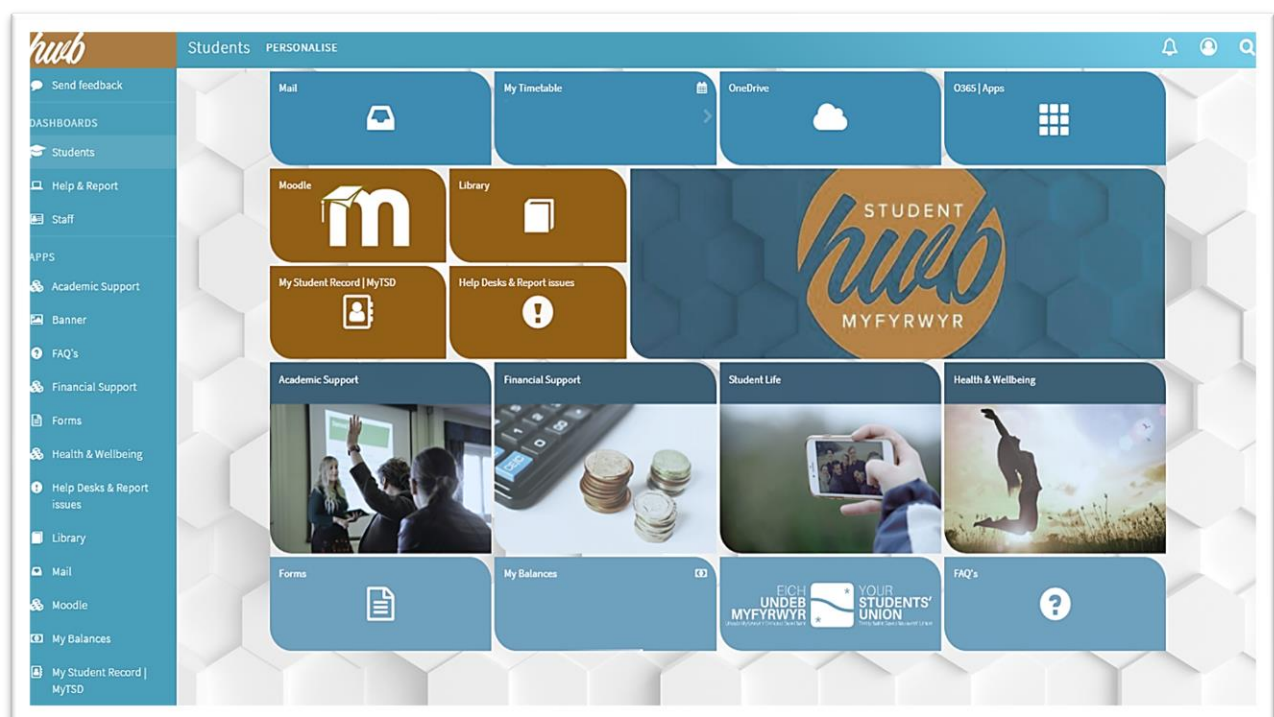
CYMRAEG

Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

Click on the Student Hub (**HWB**) tile

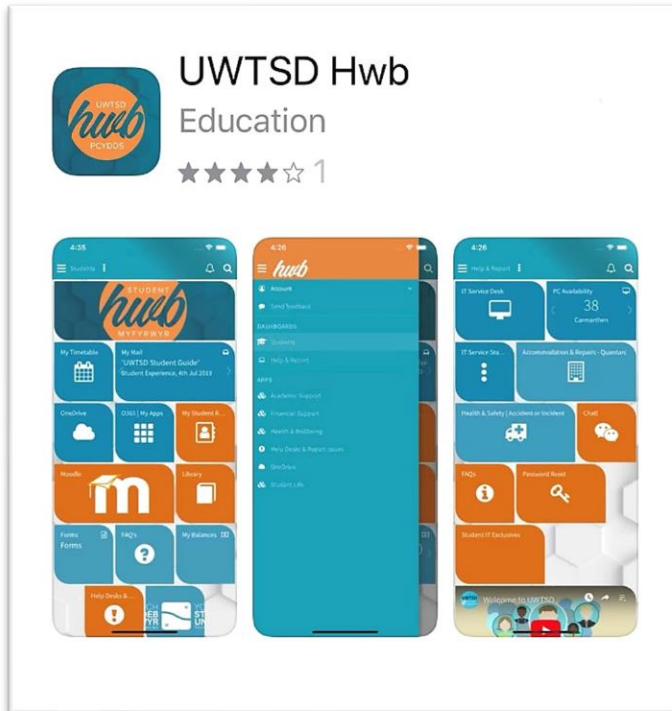


Sign into the **hwb** Student Portal using your UWTSD login (student number) and password



Hwb Mobile App

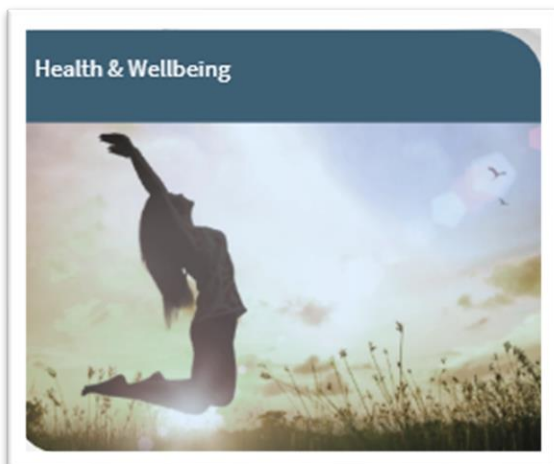
You will also be able to download the **UWTSD Hwb app** to your phone or tablet if you wish. Just go to the App Store or Play Store for your device.



Hwb Services

The new Student Hwb is designed to be a '*One Stop Shop*' to enable you to access all the help and support you need in one place.

Health and Wellbeing



Click on this tile to access Student Support and Healthy Living advice.

Health & Wellbeing

Your health and wellbeing is important to us at UWTSD and we have dedicated teams of staff here to help you by providing mental health support, counselling, and other services. It is key to a great university experience so check out what's available at UWTSD and beyond.

Student Support



Mental Health Support



Medical Support



Sexual Health



SoCom



Counselling Service

Healthy Living



Healthy Eating



Leisure



Mindfulness

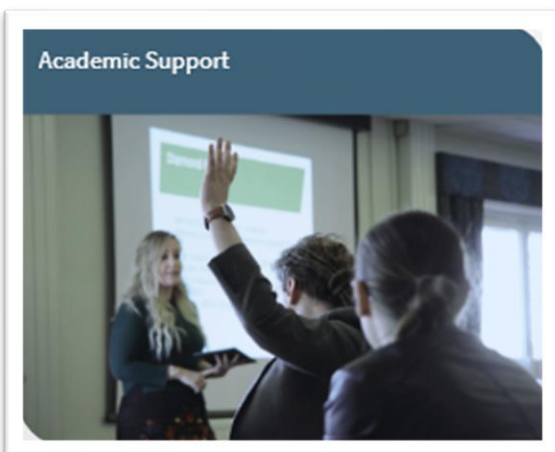


Clubs & Societies

[Go Back](#)

[Still not sure? Click Here](#)

Academic Support



Click on this tile to access academic support – including Study Support.

Academic Support

As a UWTSD student you'll be able to access a wealth of academic support to help you, from useful guides to show you how to study to help you with your assignments. You'll also be able to contribute to the development of your course through surveys, and no matter where you're based on campus you'll be able to access the library services.



Assessments & Exams



Study Support



Guide to Regulations



Guide to Library Services



Surveys & Feedback



Postgraduate Research



Online & Distance Learners



Thinking about your future

[Go Back](#)

[Still not sure?
Click Here](#)

Study Support



Study Skills Sessions



Pass Scheme



DSA Learning Support



Bursaries & Grants



Do-It Profiler

[Go Back](#)

[Still not sure?
Click Here](#)

Study Skills

If you can't get to a campus based session – you can access the distance Learning Provision instead.

Distance learners

Distance Study Skills is for **distance learning students only**, along with students not able to access campus-based Study Skills session

Monday: 9.00am – 1.00pm

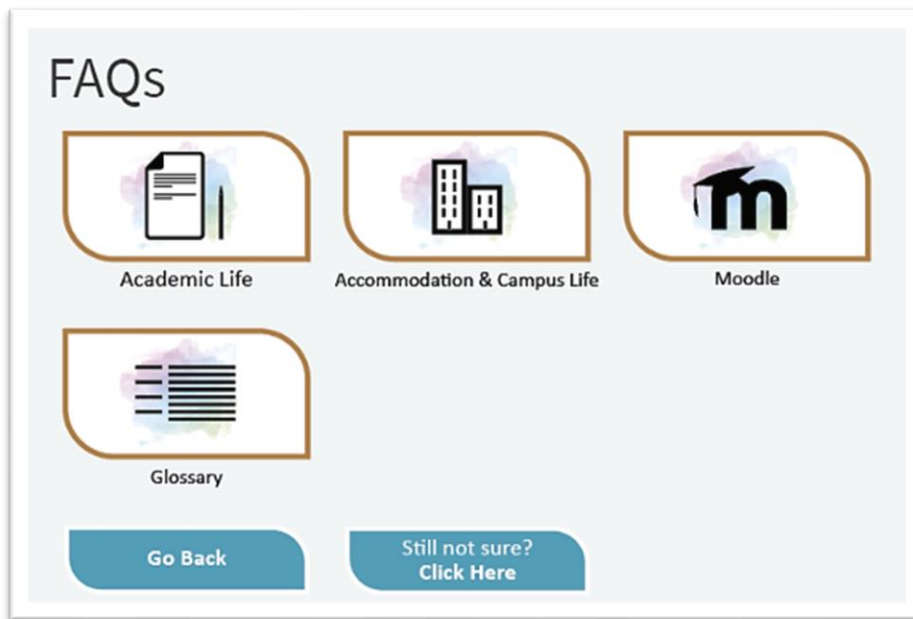
Friday: 12.30pm – 2.30pm

Email: studyskillsdistance@uwtsd.ac.uk

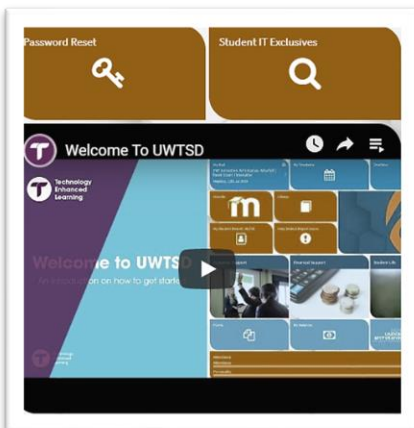
Tel: 01267 676830

FAQs

Academic and general Moodle questions answered here.



IT Help



Hwbs on Campus

For those students who are able to get onto one of our university campuses during the working week, there are now physical **hwbs** available on the following campuses where the Hwb Teams will be able to help you..

- [Carmarthen](#) Dewi building (SA31 3EP)
- [Lampeter](#) Canterbury building (SA48 7ED)
- [Swansea](#)
 - SA1 Campus - Ground floor IQ building (SA1 8AH)
 - Swansea Business Campus (SA1 1NE)
 - Dynevor Campus (SA1 3EU).

The Student **hwbs** are open during office hours:
 Monday - Thursday 8:30am - 5:00pm and Friday 8:30am - 4:30pm

Contact Hwb Teams

You can also contact the **hwb** Teams by Email: hwb@uwtsd.ac.uk or Phone: **0300 131 3030**



STUDENT
hwb
MYFYRWYR

Oriau agor
Dydd Llun-lau: 8:30yb-5yp
Dydd Gwener: 8:30yb-4:30yp
Tu allan i'r oriau hyn, ebostiwrch:
hwb@uwtsd.ac.uk

Opening times
Monday-Thursday: 8:30am-5pm
Friday: 8:30am-4:30pm
Outside of these hours please email:
hwb@uwtsd.ac.uk

 **Prifysgol Cymru**
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Download the **UWTSd Hwb** App
to get all the key info at your fingertips 